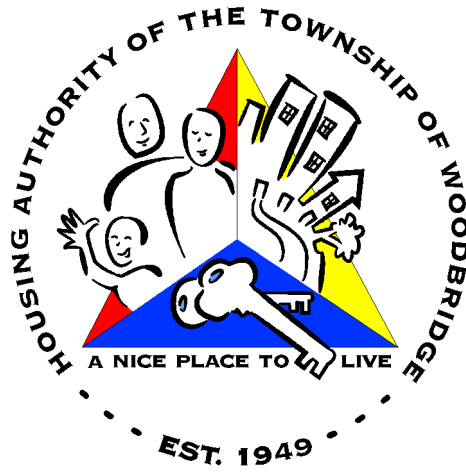


**Housing Authority of the Township of Woodbridge
800B Bunns Lane, Woodbridge, NJ 07095-1726**

Phone: (732) 634-2750 Fax: (732) 634-8421
Donna Brightman, Executive Director



Request for Proposals

October 7, 2021

**AUTOMATIC DOOR OPERATOR
MAINTENANCE AND REPAIR SERVICES**

at:

Olsen Towers	555 New Brunswick Ave.	Fords, NJ	08863
Cooper Towers	1422 Oak Tree Rd	Iselin, NJ	08830
Adams Towers	555 Rahway Ave	Woodbridge, NJ	07095
Finn Towers	19 Martin Ter	Woodbridge, NJ	07095
Greiner Towers	460 Inman Ave	Colonia, NJ	07067
Red Oak Manor	300 Old Road	Port Reading, NJ	07064

November 2021

Proposals due by 10:00 a.m. Tuesday, November 16, 2021

Welcome to the Woodbridge Housing Authority

In 1937 Congress passed the US Housing Act to “alleviate unemployment and to remedy unsafe and unsanitary housing conditions and the acute shortage of decent, safe and sanitary dwelling for families of low income.” The legislation was designed to encourage construction, create employment opportunities, and provide shelter for low-income families and clear sub-standard housing. Emphasizing local control of its programs, the Housing Act provided for housing in which rents would relate to the tenant’s ability to pay.

The Housing Authority of the Township of Woodbridge, New Jersey, was created October 14, 1949. The Township Ordinance creating the Authority was adopted August 16, 1949.

The Authority is composed of 565 Project Based Vouchers across 6 sites located throughout Woodbridge Township and 405 units of Section 8 housing.

The purpose of the Woodbridge Housing Authority is to create and maintain safe, decent and sanitary housing for those individuals of low to moderate income.

Mission Statement

It is the mission of the Woodbridge Housing Authority to:

- ◆ Provide affordable, decent, safe and sanitary housing through the maintenance of our existing units and the development of new units;
- ◆ Create an environment which enables residents to live responsibly and with dignity;
- ◆ Support residents in their effort to achieve self-sufficiency;
- ◆ Honor public commitments in a fiscally and ethically responsible manner;
- ◆ Create and maintain public confidence in the Authority’s operations and staff;
- ◆ Ensure that the facilities owned and managed by the Authority are marketable in the community and are appealing to residents;
- ◆ Enable the Authority staff to improve their performance through appropriate vision, education, training and career development;
- ◆ Maintain a level of communications between employees, referral agencies, residents and the general public to provide up-to-date and responsive service to the public served by the Authority;
- ◆ Establish performance goals that meet or exceed industry standards and that optimize the use of available resources to achieve its performance objectives; and
- ◆ Assist the city, state and national governments in identifying and addressing housing needs.

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Woodbridge Housing Authority Contract Documents

AUTOMATIC DOOR MAINTENANCE AND REPAIR SERVICES

I. INTRODUCTION - It is the intent of this Request for Proposals (RFP) to establish a service contract with a professional automatic door maintenance and repair contractor to provide semi-annual maintenance and 'as-needed' repairs for its 15 automatic sliding and swinging doors at its six locations located throughout Woodbridge Township. The Authority is soliciting an annual fee to perform semi-annual maintenance on all doors, and hourly prevailing rates for emergency repairs.

The contract shall be for a two-year term, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period at the same terms.

Proposals must be received by email to CS@WoodbridgeHousingAuthority.org or by mail to 800B Bunns Lane Woodbridge, NJ 07095 no later than 10:00 a.m. on Tuesday, November 16, 2021.

II. QUALIFICATIONS – Contractors must:

- have a minimum of 3 years' experience
- be registered with the State of NJ as a Public Works Contractor
- have all applicable State licenses and comply with all other pertinent laws, rules and/or regulations.
- must be certified through the American Association of Automatic Door Manufacturers (AAADM).
- be fully insured.

III. TERM OF CONTRACT - If awarded, the contract resulting from this Request shall be executed for a **period of one (2) years**, tentatively from January 1, 2021 to December 31, 2022, subject to the availability of funds. Pursuant to 40A:11-15, the Authority reserves the right to extend the contract for (2) two additional 12-month periods, or (1) one additional 24-month period providing 1) all terms and conditions remain the same and both parties are in agreement, and 2) services are being performed in an effective and efficient manner. In no way shall the term exceed 4 years or \$44,000.00 in value.

IV. VALUE OF CONTRACT/GUARANTEED MINIMUM AND MAXIMUM - The ensuing contract as a result of this RFP shall be an Indefinite Quantities Contract (IQC), and as such, low bidder shall be awarded a contract with no guarantee minimum amount and a maximum of \$44,000.00 for the entire contract term including extensions. If the value of the contract nears the maximum at any time, the Authority shall terminate the current contract and bid anew.

V. SCOPE OF SERVICES - The scope of services required by the Authority in connection with this RFP covers the entire spectrum of services customarily provided to governmental entities by automatic door system Contractors. The services provided should include, but need not necessarily be limited to, providing all labor, material, and equipment to complete the work as described in the Technical Specifications included herein.

VI. COMPENSATION - A. The Proposal Form included herein shall be completed in its entirety, and submitted by the bidder.

VII. PUBLIC WORKS CONTRACTOR REGISTRATION - All bidders are required to be registered with the Department of Labor and Workforce Development (DLW) as a Public Works Contractor at the time of bid opening. More information and instructions on how to register can be found at http://lwd.dol.state.nj.us/labor/wagehour/regperm/reg_and_permits.html. Bidders shall submit proof of such registration before contract award.

VIII. AWARD OF CONTRACT – The award of the contract shall be made to the contractor whose price and other factors are most beneficial to the Authority. The Authority reserves the right to not award to the lowest bidder or to not award to any bidder if it is in the best interest of the Authority to do so.

IX. TECHNICAL SPECIFICATIONS

A. Semi-Annual maintenance: The Contractor shall perform preventative maintenance services twice per year on all door operators as follows:

1. Check normal operation of operator.
2. Replace transmitter and door pad batteries as part of annual maintenance (Once per year) in all devices.
3. Test door swing speeds and pressure and adjust to meet New Jersey building code and Americans with Disabilities Act (ADA) requirements. Perform all other manufacturer required safety checks.
4. Provide any required lubrication of parts.
5. Tighten chains, adjust limit switches and lubricate entire drive mechanism.
6. Replace any defective bolts or nuts.
7. Test all door safety systems.
8. Test operation of door motion sensors.
9. Provide written report to owner indicating the performance of the equipment and any deficiencies.
10. All maintenance work shall conform with ANSI A156.10 and ADA requirements.
11. Provide copy of service technician's checklist.

B. Repairs

1. The Contractor shall provide repair services for the door operators as needed during the term of the contract in accordance with the conditions set forth following.
2. The Contractor shall notify the Housing Authority of any needed repairs that may become apparent during the annual maintenance.
3. The Contractor shall coordinate repair work with other repairs that may involve the AC electrical circuits or the Keri keyless entry technology. The Contractor will not be responsible for maintenance and repair of AC electrical wiring or the Keri equipment.
4. Repairs shall be performed by the Contractor on an as-needed basis. The Authority makes no representation as to the amount of work that may be required during the contract period.
5. The Authority shall have the sole right and discretion to order work under his contract. The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.
6. The Authority shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall be entitled to a minimum payment of two (2) hours labor charges for each completed work order. Labor charges shall be calculated based upon actual time spent at the housing project work site. No charges shall be made for travel or shop time. Fractions of hours shall be rounded up to the next hour.
7. Typically, work shall be performed during the Authority's standard business hours. However, the Contractor shall be available to respond to emergency work order requests during non-business hours.
8. The Contractor may perform or complete non-emergency work orders outside of standard business hours for the Contractor's convenience only if the Authority grants prior permission. For work performed under such circumstance, the Contractor will be compensated at the standard labor rates stated in Article 5 below.

9. The Contractor shall respond to an emergency work order within twenty-four (24) hours of the receipt of written notification and shall respond to a non-emergency work order within seventy-two (72) hours of written notification.
10. The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of repairs of electrical generators and related equipment. If specialized equipment is required to perform a work order, the Contractor shall so notify the Authority. The Contractor shall obtain the Authority's approval for the use and applicable charges for such equipment prior to the Contractor's commencement of the work order or the Contractor's procurement of equipment.
11. The Authority, at its discretion, may request an estimate from the Contractor of the labor and materials required to perform a repair work order. Estimates shall be provided at no cost to the Authority.

Upon completion of each work order, the Contractor shall present the completed written work order, indicating the actual time spent and materials used, to a designated representative of the Authority.

X. DESCRIPTION AND LOCATION OF EQUIPMENT

<u>LOCATION</u>	<u>DESCRIPTION</u>
Red Oak Manor 300 Old Road Sewaren, NJ 07077	2 Assa Abloy Besam 5L 500 Auto Sliding Doors at Front Entrance
Olsen Towers 555 New Brunswick Ave. Fords, NJ 08863	2 Nabco Gyro Tech Sliding Doors at Front Entrance
Cooper Towers 1422 Oak Tree Rd. Iselin, NJ 08830	2 Nabco Gyro Tech Sliding Doors at Front Entrance
Adams Towers 555 Rahway Ave. Woodbridge, NJ 07095	1 Main Exterior Front Door (LCN Single Swing Open Out) 1 Main Interior Front Door Horton Single Swing (Open Out) 1 Building to Breezeway Door Single Swing Door-o-matic
Finn Towers 9 Martin Ter. Woodbridge, NJ 07095	2 Automatic Besam Sliding Doors at Front Entrance 1 Automatic Door (LCN Single Swing Open Out) Main Front Door *1 Automatic Door (Open Out) in Breezeway
*Adams and Finn Towers are connected by a breezeway that also has another automatic door (open out) in the middle of the breezeway)	
Greiner Towers 460 Inman Ave. Colonia, NJ 07067	2 Automatic Doors (Open Out) Front Entrance

Notice- Request for Proposals-The following notice has been advertised in the Home News Tribune on October 12, 2021:

**Notice- Request for Proposals
Woodbridge Housing Authority**

The Housing Authority of the Township of Woodbridge (Authority) will receive proposals for automatic door operator maintenance and repair services to provide semi-annual maintenance and 'as-needed' repairs for its 15 automatic sliding and swinging doors at its six locations located throughout Woodbridge Township in New Jersey. This request is for a two-year service contract, renewable at the agreement of both parties for two additional one-year periods or one additional two-year period at the same terms.

Proposals will be received until 10:00 a.m. on Tuesday, November 16, 2021 at the offices of the Authority, 800B Bunns Lane, Woodbridge, NJ 07095. The written Request for Proposals (RFP) may be obtained by downloading from the Authority website at www.WoodbridgeHousingAuthoriy.org. All contract requirements and requirements for the proposal are described in the RFP. The Authority invites the participation of minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of Contract
for Automatic Door Operator Maintenance and Repair Services**

This **AGREEMENT** made this ____ day of ____ in the year 2021 by and between

(Name of Contractor)
(Address)

hereinafter called the "Contractor," and the

Housing Authority of the Township of Woodbridge
800B Bunns Lane, Woodbridge, NJ 07095

hereinafter called the "Authority".

WITNESSETH that the Contractor and the Authority for the consideration stated herein mutually agree as follows:

Article 1. Statement of Services. The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for maintenance and repair of 15 automatic door operators at the locations listed in the Request for Proposals dated November 16, 2021.

A. Annual maintenance: The Contractor shall perform annual maintenance services on all door operators as follows:

1. Check normal operation of operator.
2. Replace transmitter and door pad batteries as part of annual maintenance in all devices.
3. Test door swing speeds and pressure and adjust to meet New Jersey building code and Americans with Disabilities Act (ADA) requirements. Perform all other manufacturer required safety checks.
4. Provide any required lubrication of parts.
5. Tighten chains, adjust limit switches and lubricate entire drive mechanism.
6. Replace any defective bolts or nuts.
7. Test all door safety systems.
8. Test operation of door motion sensors.
9. Provide written report to owner indicating the performance of the equipment and any deficiencies.
10. All maintenance work shall conform with ANSI A156.10 and ADA requirements.
11. Provide copy of service technician's checklist.

B. Repairs

1. The Contractor shall provide repair services for the door operators as needed during the term of the contract in accordance with the conditions set forth following.
2. The Contractor shall notify the Housing Authority of any needed repairs that may become apparent during the annual maintenance.
3. The Contractor shall coordinate repair work with other repairs that may involve the AC electrical circuits or the Keri keyless entry technology. The Contractor will not be responsible for maintenance and repair of AC electrical wiring or the Keri equipment.
4. Repairs shall be performed by the Contractor on an as-needed basis. The Authority makes no representation as to the amount of work that may be required during the contract period.
5. The Authority shall have the sole right and discretion to order work under his contract. The Authority reserves the right to award work of a similar nature, through other procurement methods, to other contractors.
6. The Authority shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall be entitled to a minimum payment of two (2) hours labor charges for each completed work order. Labor charges shall be calculated based upon actual time spent at the

housing project work site. No charges shall be made for travel or shop time. Fractions of hours shall be rounded up to the next hour.

7. Typically, work shall be performed during the Authority's standard business hours. However, the Contractor shall be available to respond to emergency work order requests during non-business hours.
8. The Contractor may perform or complete non-emergency work orders outside of standard business hours for the Contractor's convenience only if the Authority grants prior permission. For work performed under such circumstance, the Contractor will be compensated at the standard labor rates stated in Article 5 below.
9. The Contractor shall respond to an emergency work order within twenty-four (24) hours of the receipt of written notification and shall respond to a non-emergency work order within seventy-two (72) hours of written notification.
10. The Contractor shall be equipped to perform the work with all tools and equipment ordinarily and incidentally used in the performance of repairs of electrical generators and related equipment. If specialized equipment is required to perform a work order, the Contractor shall so notify the Authority. The Contractor shall obtain the Authority's approval for the use and applicable charges for such equipment prior to the Contractor's commencement of the work order or the Contractor's procurement of equipment.
11. The Authority, at its discretion, may request an estimate from the Contractor of the labor and materials required to perform a repair work order. Estimates shall be provided at no cost to the Authority.
12. Upon completion of each work order, the Contractor shall present the completed written work order, indicating the actual time spent and materials used, to a designated representative of the Authority.

C. Services Location and Equipment

<u>LOCATION</u>	<u>DESCRIPTION</u>
Red Oak Manor 300 Old Road Sewaren, NJ 07077	2 Assa Abloy Besam 5L 500 Auto Sliding Doors at Front Entrance
Olsen Towers 555 New Brunswick Ave. Fords, NJ 08863	2 Nabco Gyro Tech Sliding Doors at Front Entrance
Cooper Towers 1422 Oak Tree Rd. Iselin, NJ 08830	2 Nabco Gyro Tech Sliding Doors at Front Entrance
Adams Towers 555 Rahway Ave. Woodbridge, NJ 07095	1 Main Exterior Front Door (LCN Single Swing Open Out) 1 Main Interior Front Door Horton Single Swing (Open Out) 1 Building to Breezeway Door Single Swing Door-o-matic
Finn Towers 9 Martin Ter. Woodbridge, NJ 07095	2 Automatic Besam Sliding Doors at Front Entrance 1 Automatic Door (LCN Single Swing Open Out) Main Front Door *1 Automatic Door (Open Out) in Breezeway
*Adams and Finn Towers are connected by a breezeway that also has another automatic door (open out) in the middle of the breezeway)	
Greiner Towers 460 Inman Ave. Colonia, NJ 07067	2 Automatic Doors (Open Out) Front Entrance

Article 3. Work Requirements and Contractor's Responsibility. The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the maintenance and repair services.

All work shall be performed in accordance with federal, State, County and local statutes, regulations and codes presently established or as may be established during the term of this contract. If the Contractor performs any work contrary to any federal, State, County or local statute, ordinance, regulation or code, he shall assume full responsibility and shall bear any and all costs attributable thereto.

The Contractor shall be responsible to apply for and secure any and all permits required by governing authorities to perform the work.

The Contractor shall be responsible for all materials delivered and work performed until completion and acceptance of each work order.

The Contractor shall not sub-contract any work under this contract without express prior written approval of the Authority.

The Contractor shall at all times keep the work area orderly and free from accumulations of waste materials. After completing each work order, the Contractor shall remove all equipment materials and tools that are not the property of the Authority and leave the work area in a neat, clean and orderly condition.

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the Authority, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

Article 4. Payments and Labor Rates for Repair Services.

Maintenance:

The Housing Authority shall pay the Contractor for the specified annual maintenance services at all sites an annual fixed price of _____ dollars (\$____.____).

The Housing Authority shall pay the Contractor for repair work at the rates shown below. The rates shall be inclusive of all costs for labor, tools and equipment.

Standard Labor Rate for Repairs Services:

The Authority shall pay the Contractor for work performed during the Authority's business hours, Monday to Friday, 7:00 a.m. to 4:30 p.m., exclusive of holidays, at the following rates.

Repair Technician: _____ dollars and _____ cents (\$____.____) per hour.

The Authority shall pay the Contractor for work performed at all other times at the following rates, unless work is performed at such times for the Contractor's convenience.

Premium Labor Rate for Repair Services:

Repair Technician: _____ dollars and _____ cents (\$____.____) per hour.

Reimbursement for Parts and Material Costs:

The Housing Authority shall reimburse the contractor for the actual cost of all parts and materials installed, plus a markup of ten percent (10%).

Payment Procedure:

The Authority shall make payments upon the completion of work by the Contractor, including the provision of certificates of compliance, and the presentation of an invoice. Invoices for repairs must be accompanied by a completed work order signed by a representative of the Authority. Invoices including reimbursement for parts and materials must be accompanied by paid receipts. Payment shall be due within 30 days of receipt of the invoice by the Authority.

Article 5. Term of Contract. This contract shall extend for a period of two years, January 1, 2022 through December 31, 2023. The contract shall be renewable for one additional two-year period at the agreement of both parties and at the same price and rates stated in Article 4.

Article 6. Insurance. Before performing any work, the Contractor shall furnish the Authority with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the Authority against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.000 per occurrence.

All Insurance shall be carried with companies which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the construction period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Authority. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the Housing Authority.

Article 7. New Jersey Business Registration Requirements. The contractor shall provide to the Authority proof of the contractor's business registration with the New Jersey Division of Taxation before contract award.

For the term of this Agreement, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-49(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.34 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

Article 8. Contract Documents. Contract Documents shall consist of the following component parts:

1. This instrument;
2. Proposal submitted by Contractor; and
3. Request for Proposals dated 9/23/19.

This instrument together with the document enumerated in this Article form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the

component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in this Article 8 shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

_____ by _____
Name
Title
Company
Phone Number

In the presence of:

_____ by _____
Donna F. Brightman
Executive Director
Housing Authority of the
Township of Woodbridge

Proposal

Proposal for: Automatic Door Operator Maintenance and Repair Services

TO: Woodbridge Housing Authority
800B Bunns Lane, Woodbridge, NJ 07095

FROM:

Company Name of Offeror Federal ID #

Street Address

City, State - Zip Code

Contact Name and Telephone Number

Contact Fax Number and Email Address

1. The undersigned, having read the entire Request for Proposals, and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for automatic door operator maintenance and repair services in accordance therewith at the following rates:

ANNUAL MAINTENANCE SERVICES, FIXED ANNUAL PRICE:

_____ dollars and _____ cents (\$____.____).

Please break down per location:

Red Oak Manor: _____ dollars and _____ cents \$_____.)

Olsen Towers: _____ dollars and _____ cents \$_____.)

Cooper Towers: _____ dollars and _____ cents \$_____.)

Greiner Towers: _____ dollars and _____ cents \$_____.)

Adams Towers: _____ dollars and _____ cents \$_____.)

Finn Towers: _____ dollars and _____ cents \$_____.)

LABOR RATES

Repair Technician, Standard Rate:

_____ dollars and _____ cents (\$____.____) per hour.

Repair Technician, Premium Rate:

_____ dollars and _____ cents (\$____.____) per hour.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the Authority:

Addendum Number _____ dated _____

Addendum Number _____ dated _____

3. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the offeror is a corporation or partnership, list all persons who have 10 percent or more ownership in the corporation or partnership.)

Full Name	Address	% of ownership
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Full Name	Address	% of Ownership
-----------	---------	----------------

The offeror shall state on the line below, whether or not he is a citizen of the United States, and in the case of a partnership, whether or not all partners are citizens of the United States.

4. This Proposal is accompanied by:

- (1) Qualification Questionnaire.
- (2) Public Works Contractor Registration
- (3) Business Registration Certificate

5. In submitting this proposal, it is understood that the Housing Authority of the Township of Woodbridge reserves the right to reject any and all offers. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

AFFIDAVIT

State of _____

SS.

County of _____

_____ being first duly sworn deposes and says:

(Individual's name)

THAT he is _____,

(Owner, Officer or Partner of the firm of etc.)

the party making the foregoing proposal for automatic door operator maintenance and repair services; that all statements contained in this proposal are true, accurate and complete.

(Signature of Offerer)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____

Qualification Questionnaire

Proposal for: Automatic Door Operator Maintenance and Repair Services

Name of Offeror: _____

Address: _____

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 3 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name?

_____ Years.

(b) How many years has your organization been performing the work required under this contract?

_____ Years.

(c) If a corporation, answer the following:

Date of incorporation: _____

State of Incorporation: _____

President's Name: _____

Vice President's Name(s): _____

(d) If a partnership, answer the following:

Date of Organization: _____

(e) If applicable, list employees holding any New Jersey licenses or certificates and effective dates:

(f) If the contract is awarded to your firm, who will personally supervise the work?

(g) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

(h) Give trade references:

(i) Give bank references:

(j) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION	DESCRIPTION	CONTRACT AMOUNT

State of _____

County of _____

_____ being first duly sworn deposes and says:
(Individual's Name)

THAT he is _____ of
(Owner, Officer or Partner)

(Firm Name)

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Housing Authority of the Township of Woodbridge in verification of the recitals comprising this Statement of Offeror's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

(Signature of Offeror)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

My Commission expires _____